MEMORANDUM

October 1, 1948

TO:

Executive for Administration & Management

FROM:

Assistant to Executive for A & M

25X1A8

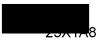
SUBJECT: Integration of activities

1. As directed by verbal instructions implementing General Order No. 11, dated 14 September 1948, there is attached hereto the followings

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T/O integrating certain OSO activities with A & M.



b. Organizational chart of the proposed

Office.

- c. List of OSO personnel to be integrated.
- d. List of OSO personnel for which there is no available assignment. 25X1A8
- e. Procedural plan of the (To be delivered by

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- 2. Mr. concurs in the organization and T/O of the proposed25X1A9a consolidation. Er. disagrees with the proposed elimination 25X1A9a of the Property Control Division which places certain of the personnel now on duty in that Division in various other offices of the Branch. The contemplated functions and physical location of the Property Accounting Section is still under discussion and will be resolved in the near future. 25X1A8
- 3. The physical location of the three Divisions of is dependent on several factors.

a. It is recommended that for the present the Transportation Division and the Supply Division remain with OSO and move to

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b. The Special Procurement Division can be greatly assisted by being in close proximity to the Supply Division because of their vast knowledge of supply sources. Mr. does not concur and believes this Division also should be with 050.

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- c. Should OPC be located in space other than
  Building, it would then be recommended that the entire
  Branch be moved to the Office of the Services Officer so as
  to service OSO and OPC equally. It would not be feasible or
  sound to maintain segments of the
  these Offices if they are physically separated.
- 4. There are a number of other details that have to be considered and various questions resolved, some of which are:

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- a. Will the be required or permitted to adhere to the General Administrative Instructions pertaining to Service functions now in force in OSO?
- b. Will cables and pouch mail pertaining to Services activities continue to be sent to
- c. Will the administrative service now rendered by T & D to the OSO Branches continue?

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5. Mr. disagrees to many of the above proposals including the physical location of the Deputy Services Officer and will submit a separate memorandum to the Executive for Administration and Management.

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Attachments